

European Microscopy Congress (emc2012) 16th-21st September 2012, Manchester Central, Manchester

Delivery of parcels to the venue

Any goods being sent to the venue must not arrive before Friday 14th September, the venue will not accept items before this date. If you are having goods sent to the venue and you will not be there to receive them on the Friday 14th September, Saturday 15th September or Sunday 16th September, please send them for the attention of **Chloe Tarry** and make sure your company name is clearly stated. If you are sending deliveries before this time, please contact Melville logistics, who's details appear later in this document.

The address for deliveries is:

Name

emc2012 16th-21st September

Central Hall exhibition

Company name and stand number

Manchester Central

Petersfield

Manchester

M2 3GX

Unloading

Please find directions on accessing the venue for unloading vehicles attached. Please note the address for unloading is different:

Manchester Central Loading bay

Albion Street

M1 5LN

The Loading Bay for Manchester Central can be accessed via Albion Street M1 5LN. Please see the attached photographs so that you know you are in the correct area.

You will need to go up the ramp, if there is a queue, please wait in this until you reach the barrier and traffic office at the top of the ramp. Here you will register your vehicle and receive wristbands, and then be sent to the loading bay, via a second barrier, when there is space available. If you need to purchase a high visibility vest, these are available at the 2nd barrier for £3 each, alternatively bring your own if you have one (these only need to be worn while the stands are being constructed).

If you need assistance with lifting and/or storage, you will need to arrange this with Melville Logistics, please see attached.

Couriers are welcome to deliver parcels to the venue on Friday morning from 0800, as this is quiet building time in the exhibition these deliveries will be taken through the side doors

and one of our team will sign for them. Please remember to state Chloe Tarry on your delivery to ensure it is received and delivered successfully.

Anything larger will need to be delivered after 1430 on Friday 14th September where the use of forklifts will be available.

All exhibitors and contractors setting up while major construction is taking place are required to wear high visibility jackets. We anticipate to be until lunchtime on Saturday.

We have enlisted/contracted logistics team, Melville, to be the official storage, logistics and lifting contractor.

Details of their services can be found via the online exhibitor manual, or you can contact them directly on +44 (0) 121 782 4433 or at logistics@melville.co.uk

Setting up

Space only

Saturday 15th September – Full Build 0800-1900

Sunday 16th September – Full Build 0800-2200

Monday 17th September – Pre open 0700-0900

Some space only stands may begin setting up from Friday 14th September 1430 unless otherwise organised with Allison Winton or Chloe Tarry. All exhibitors and contractors setting up while major construction is taking place are required to wear high visibility jackets.

Shell scheme

Saturday 15th September - Full Build 0800-1900*

Sunday 16th September - Full Build between 0800-2200

Monday 17th September – Pre open 0700-0900

If you have not requested to have a space only stand then you will have a basic shell scheme. You can begin setting up your stand from Saturday 15th September 0800. If you will be setting up before 1200 on Saturday 15th September, please can you email Chloe Tarry, chloe@rms.org.uk

Complimentary tea and coffee will be available to stand contractors and exhibitors during set up on Saturday 15th September and Sunday 16th September, at the front of the hall. Sandwich lunches, and other refreshments will be available in the central foyer on a cash basis.

*except for stands who have been notified regarding their later stand construction due to major wall being removed, who can move in from 1200 on Saturday 15th September.

Breaking down

Friday 21st September – Breakdown 1400-2359.

You may begin taking your stand down on Friday 21st September from 1400, and not before. The venue will be open until 2359 Friday 21st September evening. Please note that all electricity to all stands will be switched off 30 minutes after the exhibition closes.

All collections of parcels can be made from 1430 on Friday 21st September. Organisers will take no responsibility in signing off parcels, so please ensure someone from your company is there to meet your courier. Alternatively please organise collections through Melville Logistics.

What is included in your stand?

If you have not requested a space only stand, you will have be a basic shell, including fascia, ceiling grid and poles, carpet, access to 500w power (per every 9 sq metres booked) and a 5 foot fluorescent tube (per every 9 sq metres booked). Additional stand sockets can be ordered through Bill Moule & Sons. Please note that electricity to stands is switched off at night unless pre-arranged with Bill Moule & Sons.

For any further stand essentials such as stand furniture, extra electrical fittings, AV equipment and stand extras, you can find the relevant contractors on the online exhibitor manual: http://www.emc2012.org.uk/exhibition/for_exhibitors/exhibitormanual.html

Shell scheme brochure

For a shell scheme brochure, with images and measurements please see the attached PDF document.

Stand catering

Should you wish to provide any catering on your stand for either your company representatives or to give away to delegates please order this through Manchester Centrals catering team. A price list and order form can be found via the online exhibitor manual. If you provide any food or refreshments not ordered through Manchester Central you must let the venue know and there will be a facility charge of £250 per day. This excludes wrapped sweets, chocolates or mints.

Registering company representatives

Please ensure all registrations for your exhibitor badges are made though the following link <http://www.reg-box.co.uk/emc/exlogin.aspx> and **NOT** through the 'exhibitor only' registration page on the emc2012 website, this is for visitors to the exhibition.

It is not necessary to register those representatives, including stand contractors for the exhibition, but instead they will be given wristbands on arrival. Only those who will be present from Monday 17th September 0930 need to register online, and therefore receive a badge.

Please make sure you register all representatives who will be present at emc2012 from Monday 17th September 0930. If you are registering more than 10 people you will need to set up additional accounts. For full details on this please refer to previous email and online exhibitor manual. Please make sure you keep a note of these account details so that if you should need to change any names you can correct your details appropriately. Badges will be available for collection on Sunday 16th September at 15.00 from the exhibitor registration desk in the central foyer. Any exhibitors and contractors at the venue prior to Sunday 16th will be given venue passes by the venue.

Arrival

On arrival at the venue from Sunday 16th September, please come to the exhibitor registration desk to pick up your badge, wifi internet login code and exhibitor information. Your exhibitor pack which will include a copy of the conference programme, workshop programme, DVD of the conference proceedings, and your conference session badge(s) included in your stand price, will be delivered to your stand on Sunday evening.

Exhibition opening times

The exhibition will open to attendees between 0930-1800 Monday-Thursday and 0930-14.00 on Friday.

General info

Internet access

There will be free wifi throughout the venue and you will be given a login code on collection of your badge. If you need a hard wired connection to your stand please contact computerservices@manchestercentral.co.uk with your request and any queries you might have.

Food and refreshments

Breakfast, Tea and coffee, soft drinks, lunch and snacks will be available each day on a cash basis from the catering points in the exhibition hall.

Cleaning

Any companies who have booked an exchange room – the rooms will be cleaned overnight and at any other time you require it, you will just need to ask the venue.

The exhibition will be vacuumed on the last night of the build-up – this will include the feature areas, aisles, and also the stands. They will not clean locked cupboards on stands. The stands will also be vacuumed each day after the exhibition closes Monday-Thursday. If any exhibitor requires more cleaning than this, ie, dusting and polishing, this can be arranged but there will be a charge.

Contractors

The following contractors are available for stand fittings and extras at emc2012, and will be available on site if you need any help while at the event:

Melville Furniture

Melville shell scheme builders

Meville Logistics (transport, unloading, storage etc.)

Bill Moule & Sons – electrical fittings

Corporate Events – AV

Manchester Central - Catering

All the contacts and order forms for the above contractors can be found on the online exhibitor manual.

Programme times

Sunday 16th September

Registration opens 1300

Plenary Talks 1730

Drinks Reception 1900-2030

Monday 17th - Thursday 20th September

Conference opens with Plenary Talk 0830

Exhibition opens 0930

Conference closes 1600

Poster Session 1600-1800

Exhibition closes 1800

Friday 21st September

Exhibition opens 0930

Conference opens 1000
Exhibition closes 1400
FEI Awards Lectures 1300
Plenary Talk 1400
Conference closes 1500
Closing drinks reception 1500-1600

Please note the following scheduled meetings and events will be taking place during the week:

- Poster sessions Monday-Thursday 1600-1800
- RMS AGMs on Wednesday 19th September at 1730 - drinks available from 1700 which will incorporate the Micrograph competition prizes on Wednesday 19th September
- Congress banquet Thursday 20th September – Old Trafford football stadium
- Two groups of sixth form students will be arriving on Friday 21st September to spend time on the RMS Learning Zone and visiting the exhibition.
- Closing drinks reception Friday 21st September

Congress Banquet

Tickets for the congress banquet, once ordered will be available for collection from Monday 17th September from the RMS and VIP area on the exhibition floor. The congress banquet will be taking place at Old Trafford Stadium from 1800. Shuttle buses will be available from Manchester Central to and from the stadium. Further information will be available nearer the time. **Tickets are limited so please book your seats as soon as possible.**

To register please complete the request form via the exhibitor manual and return to Chloe Tarry http://www.emc2012.org.uk/exhibition/for_exhibitors/exhibitormanual.html

Workshop times

Workshops will take place Monday 17th September –Thursday 20th September between 1100-1615 each day on the exhibition floor, charter room 3 and exchange rooms 3, 6 & 7.

Please note that all workshop stands will have AV included, such as; projector and screen, PA system and laptop. The exchange rooms will have a projector and screen.

Contact details

Chloe Tarry

Mobile: +44 (0)7545 438793

Email: chloe@rms.org.uk

Allison Winton

Mobile: +44 (0)7545 438794

Email: allison@rms.org.uk

Where to find us

For any exhibition enquiries please find us in the exhibition organisers office 2, there will always be someone available to help, the number for this room is +44 (0)161 827 7650

Map of venue

Manchester Central site plan

